

Pre-Retirement Services:

- Coordinates, conducts, and facilitates detailed periodic Pre-Retirement and Survivor Benefit Plan (SBP) group briefings for all retiring Soldiers (highly encourages family members to attend).
- Counsels Soldiers and family members concerning retirement rights, benefits, and privileges.
- Conducts one-on-one SBP counseling for all retiring Soldiers, and their family members.
- Conducts one-on-one (desk-side) Pre-Retirement briefings as needed.
- Assists retiring Soldiers and family members with completion of the DD Form 2656 (Data for Payment of Retired Personnel).
- Processes the DD Form 2656 electronically using TRANSPROC to the Department of Defense Finance and Accounting Service, Cleveland (DFAS-CL).
- Other services and related information related to pre-retirement services, such as, retirement application processing and retirement orders.